RD&E STAFF
May 23, 2001
(DRAFT)

	OPPORTUNITY CATEGORY	TOPIC	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT RD&E REVIEW DATE	RESPONSIBLE PERSON(S)
1	Consumer Connection	Banded Paper - Licensing	Need to discuss cross licensing, demand forecasting and joint paper supplier assessment team with PMI. Need to complete Technology Transfer Package.	Update given covering communications to date with potential licensees and distribution of sample materials to potential licensees. Reviewed content of all Banded Paper documents discussed to date with RJR Tobacco.	DONE	H. Alonso
2	Consumer Connection	Banded Paper - Non Destructive Evaluation		Update given regarding coal drop off project. Key outcomes of literature search and preliminary data from cigarette mechanical excitation and free burn heat measurement reviewed. Status of finite element model of burning coal reviewed. Specs for coal drop off simulator and preliminary finite element coal drop off model to be available 7/15/01.	DONE	H. Alonso
3	Consumer Connection	Banded Paper - Product Development	Achieving desired IP performance in Basic packings with the current BBO level in blend identified as an issue.	Update given regarding coal drop off, lower paper permeability designs and lower IP cigarette designs for 3 layer filter paper IP test.	DONE	H. Alonso
4	Consumer Connection	Application of Guidelines for Industry Interactions to ARTIST	Decided RD&E personnel will participate in open scientific sessions only.	Participation in Asia Region Tobacco Institute Science Team (ARTIST) discussed with counsel.	DONE	R. Solana
5	Consumer Connection	Guidelines for Industry Interactions	L. Carchman accountable to generate a complete list for counsel's review of current interactions by RD&E and R&D respectively in Richmond and Neuchatel.	Review of draft Guidelines conducted.	DONE	R. Solana
6	Consumer Connection	Options Program & RD&E Involvement - Decision to Proceed	Decided to increase direct RD&E involvement in ASHRAE meetings or board membership (if possible) instead of using consultants.	Presentation made regarding RD&E involvement in the Options program. Roles and Responsibilities of PC&E and WSA in the program reviewed. Discussed new allocation of responsibilities for Options based on dissolution of WRA.	DONE	G. Cummings
7	Consumer Connection	POL Process Update		Update given reviewing re-engineering of POL research, panelist and logistics processes, piloting and implementation of those processes. Panelist recruiting, test execution, data collection and data validation outsourced to MRSI. RD&E accountable for research plan, data analysis and panel monitoring. QS audit of implemented processes planned for 10/01.	DONE	H. Alonso
8	Cost	RD&E Budget Review	Preliminary 2RF RD&E budget reviewed and approved.		DONE	H. Burnley
9	***Consumer Connection***	***Analytical Capabilities***		***J. Lewis to make presentation. Time: 30 min.***	***5/24/01***	***J. Lewis***
10	**Consumer Connection**	**CDC Communication on Lighting Device Effect**		**K. Shafer to make presentation. Time: 1 hr.**	**5/24/01**	**H. Alonso**

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11	*Consumer Connection*	*Monolithic Carbon Structures*		*H. Burnley to make presentation. Time: 15 min.*	*5/24/01*	*H. Burnley*
12	Consumer Connection	Remaking 1R4F Cigarettes - Recommendation		G. Nixon to make presentation. Time: 30 min.	5/24/01	R. Solana
13	Consumer Connection	SCoR Product Development - INBIFO Cigarette Update		R. Jupe to make presentation. Time: 45 min.	5/24/01	H. Alonso
14	Organizational Capability	RD&E Metrics		R. Driver to make presentation. Time: 30 min.	5/24/01	R. Driver
15	Organizational Capability	Technical Ladder Review		Denise Donaher to facilitate. Time: 1 hr.	5/24/01	H. Alonso
16	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	6/1/01	H. Alonso
17	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	6/1/01	H. Alonso
18	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	6/1/01	R. Solana
19	Cost	Patent Maintenance Fees - 3rd Quarter 2001		B. Venable to facilitate discussion. Time: 20 min.	6/1/01	K. Osborne
20	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	6/29/01	H. Alonso
21	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	6/29/01	H. Alonso
22	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	6/29/01	R. Solana
23	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	7/27/01	H. Alonso
24	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	7/27/01	H. Alonso
25	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	7/27/01	R. Solana
26	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	8/10/01	H. Alonso
27	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	8/10/01	H. Alonso
28	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	8/10/01	R. Solana
29	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	8/24/01	H. Alonso
30	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	8/24/01	H. Alonso

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31	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	8/24/01	R. Solana
32	Consumer Connection	Banded Paper - Product Development & Testing		Project Team to make presentation. Time: 1 hr.	9/21/01	H. Alonso
33	Consumer Connection	SCoR Product Development Update		B. Keen and project team to make presentation. Time: 1 hr.	9/21/01	H. Alonso
34	Consumer Connection	WSA Discussion		Topics TBD. Time: 1 hr.	9/21/01	R. Solana

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